



TOWN OF APPLETON
APPLETON, MAINE 04862

BOARD OF SELECTMEN

Job Description:

Code Enforcement Officer

September 15, 2004

Nature of work:

This is technical and administrative work responsible for the uniform and equitable application of all municipal codes, zoning ordinances, and other applicable federal and state ordinances coming under this jurisdiction.

Work is performed under the general policy direction and guidance of the Board of Selectmen, but the Code Enforcement Officer is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives. This position requires considerable contact with the public.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Reviews all plans submitted with building permit applications according to the established timetable and process to ensure that all plans are in compliance with the appropriate municipal, state, and federal ordinances and regulations.

Issues building permits to appropriate applicants according to established procedures to ensure that building construction is in compliance with the appropriate municipal, state, and federal ordinances and regulations.

Inspects buildings and other structures for structural safety, fire safety, sanitation and other standards and requirements according to established inspection procedures to ensure the safety of those buildings.

Initiates and enforces rules and regulations and initiates legal action in relation to the enforcement of the municipal codes and ordinances according to established procedures in order to ensure compliance with appropriate codes and ordinances.

Analyzes municipal codes and zoning ordinances and makes suggestions for revision to the Board of Selectmen on an annual basis to ensure that the codes and ordinances are maintained in a current manner.

Staffs and attends meetings of the Zoning Board of Appeals, and attends the Planning Board when requested and provides information concerning cases which are presented upon request of the Board(s) in order to assist the Board(s) in making decisions.

Enforces the local shoreland zoning ordinance in accordance with the procedures contained therein.

Keeps a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found, and fees collected.

Issues all plumbing permits and performs all plumbing inspections as required by state statute - Maine subsurface wastewater rules and internal plumbing rules.

Investigates complaints of alleged violations of local land use laws.

Performs related work as required.

Requirements of Work:

Knowledge of pertinent municipal, state, and national building and zoning codes and related laws and ordinances.

Knowledge of building codes.

Knowledge of plumbing codes and permit regulations.

Knowledge of N.F.P.A. codes.

Knowledge of generally accepted proper construction materials and methods in building, plumbing, and electrical work.

Knowledge of legal procedures involved in the enforcement of codes and ordinances.

Ability to conduct field inspections, recognize violations, and obtain compliance.

Ability to work harmoniously with contractors, workers, building owners, other municipal employees and the general public.

Training and Experience Required:

A minimum of 3 years' experience in the construction industry or as a journeyman electrician or plumber; graduation from an accredited high school, supplemented by vocational training in building construction, structural design, or a related field; or any equivalent combination of experience and training. Knowledge of building standards, legal issues, shoreland zoning rules, and floodplain management. CEO certification is required.